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**From:** Hickey, Helen (DPH)  
**Sent:** Tuesday, November 22, 2011 8:52 AM  
**To:** Hanchett, James (DPH)  
**Cc:** Danforth, Deborah (DPH)  
**Subject:** packing slips

**Importance:** High

Hi Jim

I have received a packing slip for Air Gas that you signed and fax to us. We also need the date of delivery. Going forward if you could please SIGN and also STAMP THE DATE OF RECEIPT of the product and scan to our PURCHASING EMAIL BOX---THE E-MAIL ADDRESS : [slipurchasing@massmail.state.ma.us](mailto:slipurchasing@massmail.state.ma.us)

Also, if you would please DATE and SIGN the Delivery Order Receipt Order # 319368 and scan to the Purchasing Email Box. This is a prompt pay 9 day discount and I need to process ASAP in order that we receive the discount.

If you have any questions please call me at 617-983-6238

Thanks,  
Helen

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